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1. **RANKS OF SWORN POLICE PERSONNEL** - In order of descending authority, the ranks of sworn police personnel are:

- Police Chief
- Executive Assistant Chief
- Assistant Chief
- Commander
- Lieutenant
- Sergeant
- Police Officer

2. **CHAIN OF COMMAND**

- A. **General Information**

- (1) The chain of command within the department will be from the Police Chief to the assistant chiefs and down through the various levels of command or staff as shown on the organization chart.
 - (2) The Department will utilize a chain of command for communication, command, and direction of employees of the department.
 - (3) Employees will follow the chain of command in matters related to the operation and of concern to the department.
 - (4) Each level of responsibility will be accompanied by commensurate authority. With each level of rank, employees will receive increased responsibilities.

- B. **Delegated Authority** - A lower ranking employee may be delegated authority for a situation based on seniority or expertise.

- (1) In these situations authority will be delegated by a supervisor and the order will be treated as though it came from the delegating supervisor.
 - (2) This includes obeying and carrying out orders of a superior officer relayed by another supervisor or employee of the same or lower rank.
 - (3) Employees are responsible for their actions when acting in this capacity.

- C. **Absence of the Police Chief**

- (1) In the absence of the Police Chief, the Executive Assistant Chief will assume the duties of the Police Chief.
 - (2) In the event both the Police Chief and the Executive Assistant Chief are absent or incapacitated, and barring the opportunity to designate an acting Police Chief, the line of succession will fall to the most senior assistant chief and so on according to established seniority rules.

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2. D. Situations Involving Personnel of Different Functions

- (1) In an initial response situation, with two or more bureaus involved, the senior patrol supervisor will assume command.
- (2) Command may be turned over to a specialty unit supervisor.

E. Lines of Authority

- (1) The line of authority (from subordinate to supervisor) will be preserved within each division/bureau/precinct as indicated.
 - (a) All employees will obey any lawful order of a supervisor, including any order relayed from a supervisor by an employee of the same or lesser rank, unless an employee believes the supervisor is guilty of misconduct, negligence, or unfairness.
 - (b) When an employee receives an order that conflicts with a previously issued order, the employee will inform the supervisor of the conflict. The supervisor will then resolve the conflict.
- (2) Employees at every level of rank will keep their supervisor informed of any unusual activity, situation, or course of action, and of the day-by-day accomplishment of their assigned duties.

3. UNITY OF COMMAND

- A. Each organizational component is under the direct command of only one supervisor.
- B. Each employee is accountable to only one supervisor at any given time.

4. SPAN OF CONTROL

- A. To ensure effective direction, coordination, and control of employees, the following guidelines are to be followed by all levels of supervision when establishing span of control:
 - Complexity of the supervisor's duties and nature of other tasks
 - Complexity of the subordinate's duties
 - Number and effectiveness of control measures
 - Stability of operations
 - Capabilities of both the supervisors and their employees
- B. The number of employees under the immediate control of a supervisor is ideally less than 10 and may not exceed 15.
 - (1) This policy relates to personnel regularly assigned to a particular supervisor.
 - (2) This does not apply during temporary periods of adjustment or emergency.

Last Organizational Review: